



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 5

GP 3.16/3-2:13/5

February 29, 1992



Bibliographic Control - ... depositories will maintain a holdings record to the piece level of all depository selections. A comprehensive shelflist is the preferred holdings record. - Instructions to Depository Libraries, U.S.G.P.O., 1988.

Spring 1992 Council Meeting Topic Announced

The spring meeting of the Depository Library Council will be held on April 27 and 28, 1992, in Washington, DC. The Council will focus primarily on the subject of the Government Printing office and its electronic future. A detailed agenda will be published in a future issue of Administrative Notes.

Issues under consideration have been broadly grouped into four areas:

1. Possible structure of GPO electronic interface

GPO is currently defining the type of electronic interface that it will be providing to electronic databases. Additionally, a number of options for dissemination of electronic information were identified in GPO's strategic planning document: GPO/2001: Vision for a New Millennium. Possible topics for discussion include:

- A. Gateway to agency databases
- B. GPO enhanced databases
- C. Comments on alternatives
 - 1. Internet
 - 2. NREN
 - 3. Satellite
 - a. SEND
 - b. FIND
 - c. INTERACT

Council members working on this topic are Bob Oakley, coordinator, Miriam Drake, and Sioux Plummer.

2. Types and specific databases for loading on the Internet

There are a number of government databases that could be loaded onto a GPO Internet connection. A priority listing, types of additional databases for future loading, and development of a GPO outreach program to Federal agencies are among topics that could be discussed in this area.

- A. Which databases first
- B. Plan for adding additional databases
- C. Publicity/awareness -- GPO to agencies

Council members working on this topic are John Weiner, coordinator, Janet Fisher, and Susan Tulis.

3. Benefits

Inherent to any existing model for GPO distribution of electronic information is the notion of "system inequity." Alternatives for supplying information to the "have nots" as well as identifying the primary users is important to a successful program. Methods for publicizing the existence of electronic databases should also be considered.

- A. Who would benefit
- B. Alternatives for getting information to libraries not on the Internet
- C. Publicity/awareness -- to the user community

Council members working on this topic are Sandy Morton, coordinator, Chris Kitchens, and B. J. Swartz.

4. Technical support

An area of concern to the user community is technical support for GPO electronically distributed data.

Possible areas for discussion include software support, human resources, and the development of training and education programs.

- A. Software
- B. Human Resources
- C. Training/education

Council members working on this topic are Kay Schlueter, coordinator, Beth Duston, and Teresa Marquez.

5. Risk assessment

While the GPO strategic plan gives the impression that GPO is fully committed to the dissemination of government information in electronic formats, there are a number of potential roadblocks which could jeopardize GPO's success in this area. Areas for discussion include:

- A. Potential roadblocks
- B. Other providers of information
- C. Legislation
- D. Possible solutions

Council members working on this topic are Gary Cornwell, coordinator, Richard Varn, and Mark Vonderhaar.

Council members urge you to provide them with your input on these topic areas. A list of council members and their addresses follows.

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Term October 1989 - September 1992

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Term October 1991 - September 1994

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State Senator
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Ms. Miriam A. Drake
Dean and Director of Libraries
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Atlanta, GA 30332-0900
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United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

February 14, 1992

Dear Depository Librarian:

In September 1991, the Library Programs Service (LPS) distributed a five-part set entitled **Port Needs Study (Vessel Traffic Services Benefits)**. In its January 30, 1992 letter to the Government Printing Office, the Department of Transportation stated that "it is critical that all volumes of the Port Needs Study (Vessel Traffic Services Benefits) not be released to the public."

"The study is presently under final review by the Secretary of Transportation and the Commandant of the Coast Guard. Until the document has been formally approved by the Secretary of Transportation, the Coast Guard has requested that the study not be distributed or made available to the public".

For this reason, I am requesting that you immediately remove these publications from your shelves and place them temporarily on hold in your office. Once the issuing agency removes its embargo on use, I will notify you by letter to release the documents for public use and circulation.

Descriptive information on these publications:

**Title: Port Needs Study (Vessel Traffic Services Benefits),
Study Overview**

Shipping list #: 91-0589-P
Shipping list date: September 3, 1991
Item number: 0982-K-02
SuDocs class #: TD 10.2:P 63

**Title: Port Needs Study (Vessel Traffic Services Benefits),
Volume I: Study Report**

Shipping list #: 91-0608-P
Shipping list date: September 9, 1991
Item number: 0934
SuDocs class #: TD 5.2:V 63/2/v.1

**Title: Port Needs Study (Vessel Traffic Services Benefits),
Volume II: Appendices, Part 1**
Shipping list #: 91-0610-P
Shipping list date: September 10, 1991
Item number: 0934
SuDocs class #: TD 5.2:V 63/2/v.2/pt/1

**Title: Port Needs Study (Vessel Traffic Services Benefits),
Volume II: Appendices, Part 2**
Shipping list #: 91-0613-P
Shipping list date: September 11, 1991
Item number: 0934
SuDocs class #: TD 5.2:V 63/2/v.2/pt/2

**Title: Port Needs Study (Vessel Traffic Services Benefits),
Volume III**
Shipping list #: 91-0604-P
Shipping list date: September 6, 1991
Item number: 0934
SuDocs class #: TD 5.2:V 63/2/v.3

Thank you for your cooperation and prompt attention to this matter.

Sincerely,



WAYNE P. KELLEY
Assistant Public Printer
(Superintendent of Documents)



United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

February 14, 1992

Dear Depository Librarian:

The Library Programs Service (LPS) has just been apprised by the Veterans Administration Medical Center that three of its internal computer training manuals were distributed to depository libraries in error. These staff manuals are required for "administrative or operational purposes" under provisions of Title 44, U.S.C. 1902.

The three publications were shipped together on shipping list **91-0824-P** dated September 17, 1991, under item number **0987**.

Descriptive information on these three publications:

Title:	SuDocs number:
Introduction to DOS	VA 1.10:In 3/2/DOS
Mailman Training	VA 1.10:In 3/2/mailman
Quattro Pro, Spreadsheets	VA 1.10:In 3/2/Quattro

I am requesting that you return these three publications as soon as possible to the issuing agency at the following address:

Attn: Wanda UMBER
VA Medical Center - Mail Stop: IRM
2100 Ridgecrest Drive, SE
Albuquerque, NM 87108

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Wayne P. Kelley".

WAYNE P. KELLEY
Assistant Public Printer
(Superintendent of Documents)

GPO Issues Guidelines for Library Groups Requesting GPO or LPS Speakers

These guidelines are intended to assist professional library groups in requesting Government Printing Office (GPO) or Library Programs Service (LPS) participation in their activities. These guidelines should also assist GPO in responding to speaking requests and ensuring that the appropriate GPO representative has been identified for the topic and audience.

1. Written invitations for Library Programs Service (LPS) speakers or questions concerning potential LPS speakers or topics should be addressed to:

Chief, Depository Services
U.S. Government Printing Office
Library Programs Service (SLLD)
Washington, DC 20401

Invitations for the Public Printer or the Superintendent of Documents should be addressed to their attention.

2. Whenever possible, written invitations to address library meetings should be received at GPO at least three months in advance of the meeting date. GPO will respond in writing to such invitations within two weeks. If GPO is able to accommodate the request, GPO will work with meeting planners to ensure that arrangements for the designated GPO representative are made as far in advance of the meeting date as possible.
3. Invitations should identify the suggested GPO speaker and/or topic, size and composition of the audience, and the time, venue, as well as type and length of the presentation.
4. Whenever possible, speaking engagements will be combined with official business travel, such as other presentations, depository inspections, etc. For this reason, the more "generic" GPO workshops will be conducted by the Library Inspectors in conjunction with inspection visits.
5. Topics should be within the scope of the Federal Depository Library Program or the operations of the Government Printing Office.
6. Priority will be given to presentations before larger audiences, or to events which may be combined with other official travel.
7. As a general rule, acceptance of travel expenses from a private organization which GPO either regulates or which is substantially affected by GPO is a violation of GPO regulations, and therefore is not allowed.



Letter: Corrections to Discussion Paper 2(a)

Dear Editor:

For the benefit of your readers I would like to bring to your attention two corrections to Discussion Paper 2(a) of the Fall 1991 Depository Library Council meeting as published in Vol. 13, No. 3, Jan. 31, 1992.

On p. 41, the boldface heading "Question:" should read:
"Discussion of Question 2(a)."

On p. 45, Topic 4(c) should be designated as 4(b), and 4(d) should become 4(c). No material is missing.

Thank you for taking note of these corrections.

Sincerely yours,
Mark Vonderhaar
Member, Depository Library Council

State Department Issues Corrected Index to American Foreign Policy: Current Documents, 1990

The U.S. Department of State has sent an error notice to all Federal Depository Libraries receiving **American Foreign Policy: Current Documents, 1990**. This title is the latest volume in the Department's ongoing series.

The notice states that the index is incorrect and not useable. The Department's Office of the Historian has distributed a corrected index in pamphlet form, along with an errata notice for insertion in the volume, to all appropriate Federal Depository Libraries. For more information, contact Department of State, Office of the Historian, PA/HO, Room 3100, SA-1, Washington, DC 20522, (202) 663-1123.

Descriptive information on this erroneous publication:

Title: American Foreign Policy: Current Documents, 1990
Shipping list #: 92-0010-P
Shipping list date: January 16, 1992
Item #: 0875
SuDocs #: S 1.71/2:990

Map Availability Records Affected by Change In Cataloging Practice

On December 9, 1991, GPO began to provide permanent map availability records by creating a separate cataloging record, with its own unique OCLC control number, for each quadrangle. These cataloging records appear in the March 1992 issue of the Monthly Catalog. Cataloging for individual quadrangles changed to bibliographic identification of each quadrangle, on the piece level.

GPO will no longer use the existing collective set records for maps as the basis for the creation of map availability records. This change in practice was announced in Administrative Notes, v. 12, #20 (Sept. 15, 1991).

The use of a unique OCLC control number for each availability record will also enable the Library of Congress Cataloging Distribution Service to distribute all of the map availability records to GPO Cataloging Tape users. The permanent availability records will also be included on the OCLC database.

Users will be able to identify map availability records through the 949 MARC field. GPO codes the 949 field as "AVR" to identify the records.

As promised in Administrative Notes (v.12, #20) GPO provided a one-time dissemination of the collective set records for the benefit of GPO Cataloging Tape users who prefer not to select the map availability records. These records appeared in the January 1992 GPO Cataloging Tape.



The following is a list of Superintendent of Documents class stems for maps that will now be cataloged in individual availability records.

Full availability map records now on OCLC database and GPO tapes:

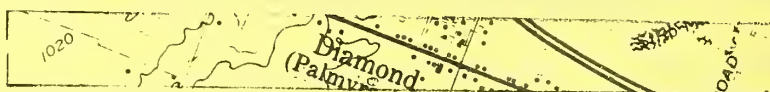
I 19.81:	7.5 minute quadrangles
I 19.81/2:	50,000 scale quadrangles
I 19.81/2:	63,360 scale quadrangles
D 5.354:ONC-	
D 5.354:JNC-	DMA, Aerospace Center, aeronautical
D 5.354:GNC-	navigation charts
D 5.354:TPC-	
C 55.411/3:OC-	Airport obstruction charts

The following is a list of the OCLC control numbers for the collected records for each of the class stems listed above. The absence of a record number indicates that no map for that state has been received in LPS for cataloging. To see if any of the blanks can be filled in in the future, use the search strategy indicated.

I 19.81: 7.5 minute quadrangles

Collective records listed in Administrative Notes, v.10, #14 (July 14, 1989).

OCLC search pattern: 4 characters of author (Geological), 4 characters of state/1900
- i.e. geol,alab/1900



I 19.81/2: (50,000 scale DMA/USGS quadrangles)

OCLC search pattern: 4 characters of author (Defense), 4 characters of state/1900
- i.e. defe,alab/1900

Alabama	10701175	Montana	
Alaska	13990453	Nebraska	
Arizona	13655859	Nevada	19102267
Arkansas	15997453	New Hampshire . . .	19637066
California	13238653	New Jersey	13048355
Colorado	15997556	New Mexico	13238801
Connecticut		New York	19639278
Delaware		North Carol	10677059
Florida	10701188	North Dakota	
Georgia	10703320	Ohio	21336989
Hawaii	18446845	Oklahoma	
Idaho	15997616	Oregon	13238407
Illinois		Pennsylvania	18276353
Indiana		Rhode Island	
Iowa		South Carolina	10680945
Kansas	10828690	South Dakota	
Kentucky		Tennessee	10680917
Louisiana	25236368	Texas	13656074
Maine	21336046	Utah	13238885
Maryland	10689653	Vermont	
Massachusetts	13048904	Virginia	10680886
Michigan	19637338	Washington	16403549
Minnesota		West Virginia	22870681
Mississippi		Wisconsin	19259342
Missouri	15997676	Wyoming	19259239

I 19.81/2: (63,360 scale quadrangles)

OCLC search pattern: 4 characters of author (Geological),4 characters of state/1900
 - i.e. geol,alas/1900

Alaska (provisional ed.): . 10467692

Alaska (final and rev. ed.): 11817497

**Aerospace Center, DMA, aeronautical navigation charts:**

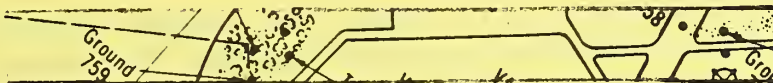
OCLC search pattern: 4 characters of author (Aerospace),series initials/1900
 - i.e. aero,onc/1900

D 5.354:ONC- . 21537614

D 5.354:JNC- . . 21505415

D 5.354:GNC- . 21193915

D 3.354:TPC- . . 22620350

**Airport obstruction charts (NOS)**

OCLC search pattern: 3 letters of 1st word,2 letters of 2nd word,2 letters of 3rd word,1 letter of 4th word (none in this case)/1900
 - i.e. air,ob,ch,/1900

C 55.411/3:OC- 19092101



Readers Exchange

ELECTRONIC CORNER

Electronic Government Information Workshops: Regional Outreach in New Mexico

by Kathleen Keating

In April of 1991, during the New Mexico Library Association's Government Documents Roundtable meeting, a discussion was held regarding the use and implementation of electronic products and software distributed by GPO. It became evident that many of the depositories were in need of instruction and basic procedures for loading and using the CD-ROM products. The University of New Mexico Government Publications Department, a Regional Depository for New Mexico, volunteered to provide several one-day workshops which would include a hands-on program format for the selective depositories in New Mexico.

Co-presenter, Clark McLean and I prepared the program to include approximately one half-hour of software instruction and another half-hour for hands-on opportunity for each CD-ROM or online product. Our software instruction was aided with the use of an overhead computer projection panel which enabled everyone in the audience to see the computer screen during the lecture. Two micro-computers were then used for the hands-on demonstration, providing each individual with an opportunity to use the software and become familiar with the varied commands. Detailed handouts and computer "tip" sheets were prepared for distribution to aid librarians and to serve as references once they returned to their own libraries.

The site of our first workshop was Las Cruces, NM and was hosted by New Mexico State University on August 2, 1991. The program schedule consisted of CD-ROM instruction for Public Law 94-171, County Business Patterns, National Trade Data Bank, GPO on SilverPlatter, the Economic Census, and the Toxic Chemical Release Inventory. Online instruction was also presented on the Commerce Department's Economic Bulletin Board and the Federal Depository Library Program Bulletin Board System with special emphasis placed on Project Hermes or the Supreme Court decisions. Representatives from NMSU, Eastern New Mexico University, Western New Mexico University, the University of Texas at El Paso and El Paso Public Library were in attendance.

Our second one-day workshop was held for the New Mexico State Library in Santa Fe on November 7, 1991, and had the same program schedule with the addition of the newly received Census Summary Tape File 1A on CD-ROM. The presentations on the Census data CD-ROM's included instruction for both GO and Extract software which helped to demonstrate the varied ways to extract and compile the Census information.

Our third one-day workshop was hosted by New Mexico Highlands University in Las Vegas, NM on January 14, 1992. We customized the program to include the CD-ROMs which they, as a selective depository, received. We included Census Data, PL 94-171 and STF 1A, County Business Patterns, County and City Data Book, and the National Trade Data Bank on CD-ROM.

In summary, we were able to reach over fifty-five individuals interested in electronic government information and eight out of ten Federal depositories in New Mexico. The response to the workshops has been very positive with requests to continue with follow up workshops in the future. If anyone would like more information regarding the Electronic Government Information workshop, including copies of workshop materials or program schedule, please use the address listed below.

Kathleen Keating - Government Publications Librarian
 Clark McLean - Library Specialist III
 Government Publications Department
 General Library
 University of New Mexico
 Albuquerque, New Mexico 87131
 (505) 277-5441



Federal Depository Conference Coincides With Cherry Blossom Festival, Orioles Stadium Grand Opening



Attendees at the Federal Depository Conference during April 5 - 10 will be in the Washington area during two significant events. The annual Cherry Blossom Festival is scheduled for April 5 - 12. The Festival includes a formal ball on Friday April 10, and the parade is Saturday morning, on the 11th.



For basefall fans, the new Orioles stadium, Oriole Park at Camden Yards, Baltimore, is scheduled to open on Monday, April 6, with activities and promotions to be announced.

For more information, call the Cherry Blossom Festival Office at 202-737-2599. The Orioles stadium number is 410-243-9800.



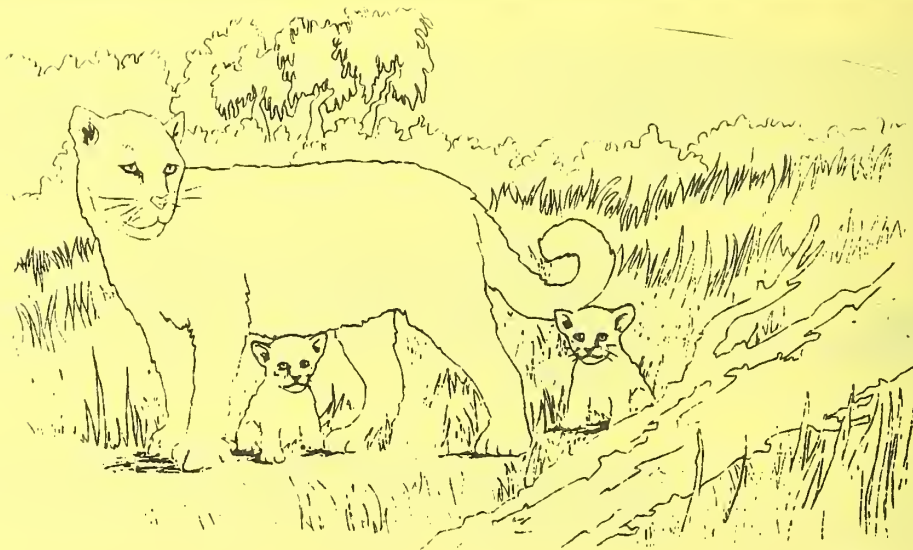
The E-Report

Status of Federal Electronic Information

February 20, 1992

1992-01

Agency	Item #	Class #	Title/Format	Status
Census	0154-E	C 3.279:	Tiger/Line Files - 1990 Census Version CD	Census reports that Marplot, a public domain software being re-programmed for use with the Tiger/Line Files, is still in Beta test phase but is expected to be available in early 1992.
Education	0455-N		National Post Secondary Student Aid Study 1989- 90 CD	Will be distributed to depositories when CD's are pressed. SAS or SPCC commercial software needed to use data.
Education	0455-N		High School and Beyond, 1980-86 CD	Will be distributed to depositories when CD's are pressed. SAS or SPCC commercial software needed to use data.
Education	0455-N		National Post Secondary Student Aid Study, 1986- 87 CD	Will be distributed to depositories when CD's are pressed. SAS or SPCC commercial software needed to use data.



Illustrations on this page and following pages are taken from Save Our Species: Endangered Species Coloring Book, U.S. Environmental Protection Agency, 1991. SuDocs #: EP 5.2:Sp 3

Update to the List of Classes

February 20, 1992

1992-01

Class no.	Item no.	Change/Notice
A 77.35:	0026-A-02	Inventions Available for Licensing. Title changed to Agricultural Inventions Catalog (semiannual) (MF)
A 92.44/2-2:	0021-F-04	Catfish Production. (quarterly) (MF) New.
A 92.46:	0021-F-01	Broiler Hatchery. (weekly) (MF) New.
A 92.47:	0141	Cotton Ginnings. (semi-monthly) (MF) Replaces C 3.20: and C 3.20/3:.
D 1.74:	0306-A-05	Soviet Military Power. Title changed to Military Forces in Transition.
D 7.24:	0314-P	Fuel Line. Frequency changed to semiannual.
D 7.33/3:	0314-A-14	The DLSC Line. Class discontinued. Item number still active.
D 7.40:	0314-R	TQM Quarterly. (quarterly) (MF) New.
D 206.1/3:	0388	Command Historical Report. (annual) (P) New.
D 209.18:	0418-E	Energy and Environmental News. Format changed to MF.
D 214.26:	0384-A-05	Crescent City Marine. Frequency changed to bimonthly.
D 301.56/7:	0424-B	The MAC Forum. (bimonthly) (P) New. Product of merger of D 301.56/5: (Airlift), and D 301.56: (MAC Flyer). Item number 0424-B-13 is discontinued.
E 3.1/2:	0429-X-04	Annual Energy Review (diskettes). Ordered under item number 0429-X. Selection records have been transferred to the new item number.
E 3.11/2-2:	0429-X-05	Natural Gas Annual (diskettes). Ordered under item number 0429-X. Selection records have been transferred to the new item number.
EP 1.89/4:	0431-L-16	SITE (Superfund Innovative Technology Evaluation) (series) (MF) New.
EP 1.89/4-2:	0431-L-16	SITE (Superfund Innovative Technology Evaluation) Demonstration Bulletin. (MF) New.
HE 20.3015/3:	0506-A-19	Summer Jobs at NIH. Catalog. (annual) (P) New.
HE 20.3038/2:	0506-H-01	Healthline. Frequency changed to irregular.
HE 20.7039:	0444-P-01	National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) (numbered) (CD-ROM) Ordered under item # 0444-P. Selection records have been transferred to the new item number.
HE 24.9:	0524-A-06	Child Support Report. Format changed to MF.
HH 1.116:	0581-E-32	Forecast of Contract Opportunities, Fiscal Year ... (MF) New.
HH 1.44/3:	0581-K	CPD Notes. (monthly) (P) New.

Update to the List of Classes

February 20, 1992

1992-01

Class no.	Item no.	Change/Notice
I 19.115/3:	0621-E	Minerals Resource Newsletter. Format changed to MF.
I 28.118/4:	0639-D	Crushed Stone and Sand and Gravel in the Quarter of... (quarterly) (MF) New.
I 29.84/3-11:	0646-J-01	Preservation Tech Notes Sites (P) New.
ITC 1.10:	0982-B-02	Tariff Schedules of the U.S. Annotated. Title changed to Harmonized Tariff Schedule of the U.S. Annotated for Statistical Reporting Purposes.
L 1.1/3:	0744	Secretary's Semiannual Management Report, U.S. Department of Labor. (MF) New.
NAS 1.12/7:	0830-H-09	SATCOM. (quarterly) (P) New.
NS 1.10/6:	0834-E-01	Awards in Engineering. Discontinued.
NS 1.11/3:	0834-G	SES Data Brief. (P) New.
NS 1.28/3:	0834-C-11	Report on Selected Congressional Activities. Discontinued.
NS 1.55:	0834-N	Selected Data on ... (MF) New.
S 1.139/2:	0863-A	Diplomatic Security Training Resources, etc., Fiscal Year ... (P) New.
TD 7.11/2-2:	0982-H-08	Compendium of National Urban Mass Transportation Statistics from the 1989 Section 15 Report. (MF) New.
Y 3.N 88:58/	1051-H-13	NUREG/GR. (series) (MF) New.



Whatever Happened To . . . ? ? ?

February 20, 1992

1992-01

Class no.	Item no.	Status
D 7.29/6:	0314-L-03	Consolidated Management Data List ML-C Basic. Each issue supersedes the previous issue. LPS cannot provide the September 1991 issue.
D 101;77:	0330-C-01	Air Defense Artillery. The Army Dept. did not publish the May and June issues of 1991.
D 201.36:	0370-C	Update. The Navy Dept. did not publish a second quarter issue in 1991.
E 1.86/3:	0429-A-20	Logos. (MF) Vol.9, no.1, Summer 1991 is the most recent issue published. The Energy Dept. expects to publish an issue in the near future.
HE 20.3002:As 8/3	0507	Your Asthma can be controlled: expect nothing less. Class was changed to HE 20.3202, item no. 507-E-1. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
I 19.115/3:991/2	0621-E	Minerals Resources Newsletter. Summer issue distributed in paper. Issue will be converted to microfiche and class will be corrected to I 19.115/3:991/3.
LC 26.8/4:991/v.1-2	0820-A	Subject Cataloging Manual. Subject Headings, 4th edition, vol.1 & 2, 1991 is being reprinted.
MS 1.10:	0290-K-03	Decisions of U.S. Merit Systems Protection Board. No longer published by USMSPB. Now published privately by West Publishing Co., St. Paul, MN, under the new title USMSPB Reporter. Vol. 13 was the last issued by the USMSPB.
SBA 1.2:Ex 7/3	0901-B	Come to Chicago and Learn to Sell the World! Export Expo. Oct. 24-30, 1991. The Small Business Administration cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
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Black Lace Cactus



Desert Tortoise

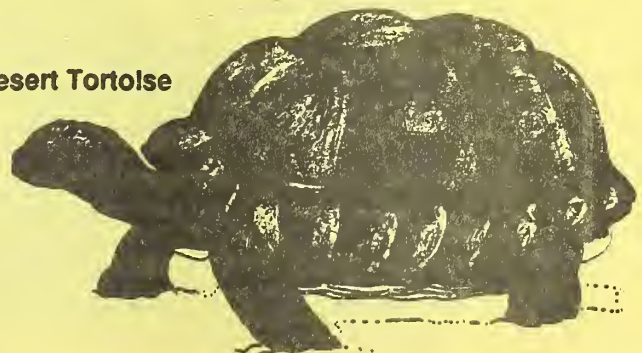


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